

## **Wheeling-Ohio County Board of Health**

Minutes of May 12, 2015 regular meeting

The Wheeling - Ohio County Board of Health met on May 12, 2015 in the Wheeling City Council room in the City/County Building.

Board members present were Dr. John Holloway, Tom Tuttle, Wilkes Kinney, Gloria Delbrugge, Cheryl Wonderly and Michael Caruso. Staff present included Dr. William Mercer, Health Officer/Secretary and Howard Gamble, Administrator of the Wheeling-Ohio County Health Department (WOCHD or department), and several members of the public were in attendance.

Prior to the beginning of the meeting Board members Dr. Holloway and Tom Tuttle were sworn into a new term by Janice Jones, City Clerk for the City of Wheeling. Mrs. Jones administered the oaths of office to Dr. Holloway and Mr. Tuttle.

The meeting was called to order. The minutes from the March 10, 2015 (Regular Board of Health meeting) and April 28, 2015 (CIA Committee meeting) were mailed to members prior to the meeting for review. Minutes were reviewed and accepted by the Board.

Board Chairman, Dr. Holloway discussed the minutes of the April 28<sup>th</sup> committee meeting. Members of the Board were asked for any comments concerning untableing the proposed changes to the current CIA regulation. The Board asked that several documents be sent to them including the current regulation, 2011 proposed changes, and Hancock County's regulation.

Dr. Mercer gave his Health Officer's report. Dr. Mercer updated the Board on the upcoming activities of the "Joe too Cool to Smoke" campaign that will be presented locally in the spring. Dr. Mercer asked the Board to sponsor this event with at \$1000 donation, which was approved.

Howard Gamble presented the administrators report. A Legislative update was provided to the Board. The West Virginia Legislature approved 261 bills before the 60-day regular session ended Saturday night. They included 126 bills from the House of Delegates and 135 bills from the Senate.

- SB30 Permitting shared animal ownership agreement to consume raw milk.
- SB286 Relating to compulsory immunization for students and exemptions.
  - Effective June 6, 2015
  - We know little of the new rules associated with this change in law.
  - Applies to schools and not state regulated child care centers.
  - We don't know who the immunization officer is in Charleston.
  - Not sure how we are going to handle shot reviews, talking to physicians or parents about exemptions.
  - Keeping track of exemptions, at the school and the health department.
- SB304 This is the farmer's market bill

- HB2669 Eliminating compulsory tuberculosis testing for certain school children and school personnel. Has been approved by the Governor. This law will be effective May 26, 2015.
  - The new changes to the TB law are as follows:
    1. The requirement to do compulsory TB testing of out of state transfer students and new personnel has been removed. This is no longer a requirement effective May 25, 2015.
    2. However, per §16-3D-3-C, selective testing of students and school personnel for TB may be required “when there is a reason to believe that they may have been exposed to the tuberculosis organism or they have signs and symptoms of TB disease.”
    3. “School nurses shall identify and refer any students or school personnel to the Local Health Department in instances where they have reason to suspect that the individual has been exposed to tuberculosis or has symptoms indicative of the disease.”
    4. Local Health Departments should treat these referrals as you would any person at high risk for TB or anyone with signs and symptoms of TB (suspect).
      - Concerns: Suspected cases: who makes this determination, how, referrals?

The administrator requested that the Board approve the adjustment of the department’s mileage reimbursement rate from \$.51 per mile to the current IRS/Federal Rate of \$.57.5 per mile. The current rate was set in 2011. The new rate would take effect on July 1, 2015.

With the changes during the 2015 WV Legislative session Senate Bill 60 established the need for State Wide Food Handler Cards. The changes will take place on June 12, 2015. The administrator is asking for the Board to approve a \$20.00 2 year state wide food handler card which will meet the requirements in SB60. If approved we are not required to have a 30 day public notice period or to obtain WVBPH approval to adjust the fee. The change, reflected in this month’s Board of Health meeting minutes, is sufficient according to the WVBPH **Environmental Health Services.**

**Food Handlers Cards**

**Fee:**

- 2 Year \$10.00
- 2 Year State Wide Card \$20.00
- Volunteer Free (1 year)
- Replacement Card \$5.00
- On Line Food Cards \$20.00 (StateFood) & \$19.95 (TAP Series)  
(Add an additional \$10.00 for a State Wide Card)

Volunteer cards can be issued at no cost to the organization or food handler. These cards cannot be used in a paid food service positions.

The Program Plan was presented to the Board for Review and Approval. This is the department’s required annual program plan to the WVDHHR.

The administrator requested the Board approve the following salary increases for 2015-2016 fiscal years.

- Salary increase of 1% effective July 1, 2015 for Health Department staff;
- A 1.5% salary increase for TP staff effective July 1, 2015 and
- A 1.5% salary increase for WIC staff effective July 1, 2015.

On June 5, 2015 the Wheeling-Ohio County Health Department along with the Bureau for Public Health will host an Ebola Training at Oglebay Resort. This training will help public health personnel understand: Ebola, the African experience; Ebola, the American experience; Returned traveler monitoring in WV; Case and contact investigation in WV; Hospital and healthcare workers safety; EMS Transport & Hospital Referral Network in WV, Laboratory Testing in WV. Continuing Education will be offered for nurses and sanitarians. The training is free.

In New Business the WOCHD's annual audit was completed by the West Virginia State Auditor's Office in late March of 2015. The audit report was provided to Board members prior to the meeting. The report did not contain instances of noncompliance or internal control weaknesses. The report will need to be approved by the Board.

The Department was also audited by the WVDHHR in April for the federal awards that are provided to the department by the state. This was a limited audit, only focusing on two sub recipient grant agreements, TP and WIC.

- A final report has not been produced, however, an exit interview was done by the administrator and the auditors and no findings were announced.
- The auditors did recommend that three items be addressed:
  - Update the department's travel policy, stating that the department follows the federal rate upon Board approval.
  - Obtain a signed copy of our lease contracts with our WIC program, we only had copies of the agreements with our signatures.
  - Provide documentation to state on the PEIA West Virginia Retiree Health Benefit Trust Participation program.

Following a recent WVDHHR annual audit it was recommended that the department strengthen the Travel Policy. The Board is asked to approve the following policy. The added language is that the department follows the IRS mileage rate upon Board approval. The administrator asked for the Board to approve the changes.

The Department has adopted and follows the State of West Virginia Travel Regulations. The mileage reimbursement rate is established by the Internal Revenue Service, upon approval of the Board of Health, with daily allowances for meals being established by the State Travel Rule (see State Travel Rules). Staff is encouraged to use the electronic travel form for calculating and tracking travel. Staff is responsible for making individual travel arrangements. If you need

assistance in making travel arrangements contact the designated health department Office Assistant. All travel reimbursement requests must be completed by the employee and approved by the Supervisor/Administrator by the 5th day of the following month for payment. If it is necessary to make lodging arrangements for over-night stays, those are to be made by the designated Office Assistant to assure direct payment options. Mileage to and from an employee's home for normal daily commuting will not be covered. The State of West Virginia Travel Regulations can be found at: <http://www.state.wv.us/admin/purchase/travel/TMRegs.htm>

In New Business the Board was presented, prior to the meeting, the March and April bills and payroll, Aged Receivables and Year to Date financials. The administrator stressed the concern of the outstanding receivables for WIC payments. The report was approved.

The Board did go into executive session to discuss two legal issues, no decisions were made and the Board moved back into regular session. The Board set the next regular meeting for July 21, 2015. The Board adjourned.

**SUBMITTED BY**

**APPROVED BY**

William C. Mercer, MD, Health Officer  
July 21, 2015

John Holloway, MD, Board Chairman  
July 21, 2015